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Planning

International HR and Associated Services

DEPARTMENT FOR INTERNATIONAL TRADE

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-005884

Procurement identifier (OCID): ocids-h6vhtk-031d95

Published 3 March 2022, 2:08pm

Section I: Contracting authority

I.1) Name and addresses

DEPARTMENT FOR INTERNATIONAL TRADE

KING CHARLES STREET, WHITEHALL

LONDON

SW1A2AH

Email

ditprofessionalservices@trade.gov.uk

Country

United Kingdom

NUTS code

UKI32 - Westminster

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/department-for-international-trade>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

International HR and Associated Services

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

The Department for International Trade will be seeking to contract a supplier for the provision of international HR and any associated services, including but not limited to: payroll and administration services (including onboarding), compliance and security checks, and project management and support services. Service provision may be required across the globe. This notice seeks to alert prospective suppliers to the upcoming opportunity and presents an invitation for pre-market engagement discussions (please note the deadline for responses).

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services
- 79600000 - Recruitment services
- 79900000 - Miscellaneous business and business-related services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom
- AL - Albania
- AT - Austria
- BE - Belgium
- BG - Bulgaria
- CH - Switzerland
- CY - Cyprus
- CZ - Czechia
- DE - Germany
- DK - Denmark
- EE - Estonia
- EL - Greece
- ES - Spain
- FI - Finland
- FR - France
- HR - Croatia
- HU - Hungary

- IE - Ireland
- IS - Iceland
- IT - Italy
- LI - Liechtenstein
- LT - Lithuania
- LU - Luxembourg
- LV - Latvia
- ME - Montenegro
- MK - North Macedonia
- MT - Malta
- NL - Netherlands
- NO - Norway
- PL - Poland
- PT - Portugal
- RO - Romania
- RS - Serbia
- SE - Sweden
- SI - Slovenia
- SK - Slovakia
- TR - Turkey
- 1A - Kosovo
- AD - Andorra
- AE - United Arab Emirates
- AG - Antigua and Barbuda
- AI - Anguilla
- AM - Armenia

- AO - Angola
- AQ - Antarctica
- AR - Argentina
- AS - American Samoa
- AU - Australia
- AW - Aruba
- AZ - Azerbaijan
- BA - Bosnia and Herzegovina
- BB - Barbados
- BD - Bangladesh
- BF - Burkina Faso
- BH - Bahrain
- BI - Burundi
- BJ - Benin
- BL - Saint Barthélemy
- BM - Bermuda
- BN - Brunei
- BO - Bolivia
- BQ - Bonaire, Sint Eustatius and Saba
- BR - Brazil
- BS - The Bahamas
- BT - Bhutan
- BV - Bouvet Island
- BW - Botswana
- BY - Belarus
- BZ - Belize

- CA - Canada
- CC - Cocos (Keeling) Islands
- CD - Congo (Democratic Republic)
- CF - Central African Republic
- CG - Congo
- CI - Ivory Coast
- CK - Cook Islands
- CL - Chile
- CM - Cameroon
- CN - China
- CO - Colombia
- CP - Clipperton
- CR - Costa Rica
- CU - Cuba
- CV - Cape Verde
- CW - Curaçao
- CX - Christmas Island
- DJ - Djibouti
- DM - Dominica
- DO - Dominican Republic
- DZ - Algeria
- EC - Ecuador
- EG - Egypt
- EH - Western Sahara
- ER - Eritrea
- ET - Ethiopia

- FJ - Fiji
- FK - Falkland Islands
- FM - Micronesia
- FO - Faroe Islands
- GA - Gabon
- GD - Grenada
- GE - Georgia
- GG - Guernsey
- GH - Ghana
- GL - Greenland
- GM - The Gambia
- GN - Guinea
- GQ - Equatorial Guinea
- GS - South Georgia and South Sandwich Islands
- GT - Guatemala
- GU - Guam
- GW - Guinea-Bissau
- GY - Guyana
- HK - Hong Kong
- HM - Heard Island and McDonald Islands
- HN - Honduras
- HT - Haiti
- ID - Indonesia
- IL - Israel
- IM - Isle of Man
- IN - India

- IO - British Indian Ocean Territory
- IQ - Iraq
- IR - Iran
- JE - Jersey
- JM - Jamaica
- JO - Jordan
- JP - Japan
- KE - Kenya
- KG - Kyrgyzstan
- KH - Cambodia
- KI - Kiribati
- KM - Comoros
- KN - St Kitts and Nevis
- KP - North Korea
- KR - South Korea
- KW - Kuwait
- KY - Cayman Islands
- KZ - Kazakhstan
- LA - Laos
- LB - Lebanon
- LC - St Lucia
- LK - Sri Lanka
- LR - Liberia
- LS - Lesotho
- LY - Libya
- MA - Morocco

- MC - Monaco
- MD - Moldova
- MG - Madagascar
- MH - Marshall Islands
- ML - Mali
- MM - Myanmar (Burma)
- MN - Mongolia
- MO - Macao
- MP - Northern Mariana Islands
- MR - Mauritania
- MS - Montserrat
- MU - Mauritius
- MV - Maldives
- MW - Malawi
- MX - Mexico
- MY - Malaysia
- MZ - Mozambique
- NA - Namibia
- NC - New Caledonia
- NE - Niger
- NF - Norfolk Island
- NG - Nigeria
- NI - Nicaragua
- NP - Nepal
- NR - Nauru
- NU - Niue

- NZ - New Zealand
- OM - Oman
- PA - Panama
- PE - Peru
- PF - French Polynesia
- PG - Papua New Guinea
- PH - Philippines
- PK - Pakistan
- PM - Saint Pierre and Miquelon
- PN - Pitcairn, Henderson, Ducie and Oeno Islands
- PR - Puerto Rico
- PS - Occupied Palestinian Territories
- PW - Palau
- PY - Paraguay
- QA - Qatar
- RU - Russia
- RW - Rwanda
- SA - Saudi Arabia
- SB - Solomon Islands
- SC - Seychelles
- SD - Sudan
- SG - Singapore
- SH - Saint Helena, Ascension and Tristan da Cunha
- SJ - Svalbard and Jan Mayen
- SL - Sierra Leone
- SM - San Marino

- SN - Senegal
- SO - Somalia
- SR - Suriname
- SS - South Sudan
- ST - Sao Tome and Principe
- SV - El Salvador
- SX - Sint Maarten (Dutch part)
- SY - Syria
- SZ - Eswatini
- TC - Turks and Caicos Islands
- TD - Chad
- TF - French Southern Territories
- TG - Togo
- TH - Thailand
- TJ - Tajikistan
- TK - Tokelau
- TL - East Timor
- TM - Turkmenistan
- TN - Tunisia
- TO - Tonga
- TT - Trinidad and Tobago
- TV - Tuvalu
- TW - Taiwan
- TZ - Tanzania
- UA - Ukraine
- UG - Uganda

- UM - United States Minor Outlying Islands
- US - United States
- UY - Uruguay
- UZ - Uzbekistan
- VA - Vatican City
- VC - St Vincent
- VE - Venezuela
- VG - British Virgin Islands
- VI - United States Virgin Islands
- VN - Vietnam
- VU - Vanuatu
- WF - Wallis and Futuna
- WS - Samoa
- YE - Yemen
- ZA - South Africa
- ZM - Zambia
- ZW - Zimbabwe

II.2.4) Description of the procurement

The Department for International Trade will be seeking to contract a supplier for the provision of international HR and any associated services, including but not limited to: payroll and administration services (including onboarding), compliance and security checks, and project support services. Service provision may be required across the globe. This notice seeks to alert prospective suppliers to the upcoming opportunity and presents an invitation for pre-market engagement discussions (please note the deadline for responses).

II.3) Estimated date of publication of contract notice

29 August 2022

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

The Department for International Trade is inviting suppliers to discuss our requirements for the upcoming Overseas Dealmakers tender.

We will be offering 30-minute phone calls to all interested parties. Please contact ditprofessionalservices@trade.gov.uk by 5pm on 16/03/2022 with confirmation of your availability for a supplier call. We look forward to hearing from you.

If you have questions, please contact DIT Commercial via ditprofessionalservices@trade.gov.uk